



## **Higher Executive Officer Posts**

### **PERSONNEL SPECIFICATION**

#### **Essential Criteria**

1. Three years' trade union experience negotiating with senior management in the last 5 years.
2. Experience of making representations to management on a range of personal and collective issues affecting members of a trade union.
3. Ability to communicate verbally and in writing in presenting cases to management and in representing members at all levels up to and including appeal boards and industrial tribunals.
4. Ability to work as part of a team.
5. Ability to work with the minimum of supervision and to prioritise tasks.
6. Ability to liaise effectively and develop positive working relationships with a wide range of individuals and organisations.
7. Ability to work collaboratively with other officials and branches in organisations and recruitment initiatives.

#### **Desirable Criteria**

1. Knowledge of personnel procedures and practices in the public services.
2. Knowledge of the organisation of public services in Northern Ireland.
3. Knowledge of trade union issues in the public services.

#### **Candidates must note the following points**

1. ***Information supplied in the job application form will be used to assess candidates against the essential criteria. At this stage those who are assessed as not meeting the essential criteria will not be eligible to be called for interview.***
2. ***The desirable criteria may be taken into account.***
3. ***Both essential and desirable criteria will be used for the final selection criteria at interview.***

**October 2026**